

Document 00910

ADDENDUM NO. 1

Date of Addendum: 1/10/2020

**PROJECT NAME: Request for Proposal for Hurricane Harvey Project
Management Task Order Contract**

PROPOSAL SUBMITTAL DATE: Thursday, January 16, 2020 (There is no change to the Proposal Submittal Date.)

FROM: City of Houston, General Services Department
900 Bagby, 2nd Floor
Houston, Texas 77002
Attn: John Tran, Assistant Project Manager

TO: Prospective Proposers

This Addendum forms a part of the Request for Proposals (RFP) and will be incorporated into the Contract documents, as applicable. Insofar as the original RFP Documents and Attachments are inconsistent, this Addendum governs. This Addendum uses the change page method in some cases: remove and replace or add pages, or Drawing sheets, as directed in the change instructions below.

CHANGES TO REQUEST FOR PROPOSAL (RFP)

1. Delete section 2.3 Project Management Services
Replace with the following section.

2.3 PROJECT MANAGEMENT SERVICES

The Professional Project Management Firm that has been selected for this contract will provide project management services and other services as further described in 2.4 below. In late August of 2017, multiple City of Houston facilities sustained varying levels of damage because of Hurricane Harvey. This contract will provide project management services throughout the design and construction phases.

CLARIFICATIONS

1. **RFI:** For planning purposes, please provide a listing of facility projects contemplated to be managed under this Project Management Services agreement?

Response: Some examples of sites impacted by Hurricane Harvey that may result in projects to be under this contract are, but not limited to, the following:

1. Northeast Command Police Station
2. North Command Police Station
3. South Central (McNair) Police Station
4. Midwest Police Station
5. 611 Walker
6. City Hall Electrical Switchgear
7. City Hall Basement
8. City Hall Annex Garage
9. Kashmere Library
10. Kendall Library
11. African American Library
12. Johnson Library
13. OakForest Library
14. Looscan Library
15. Building Envelope -- Roofs at various COH Buildings

2. **RFI:** Please advise if a firm's participation on the selected Project Management team as a subconsultant / subcontractor would preclude that employee's firm from being selected in the procurement of design or construction services for any facility projects which are managed under this Project Management Services agreement?

Response: The selected firm/company will not be able to participate on any project they are actively participating under the Project Management Services contract.

3. **RFI:** The RFP includes the term "budget" on pages 7, 73, 75, and 78. Are the budgets construction budgets only, or construction (hard costs) budgets plus soft costs, such as cost for consultants & FF&E?

Response: The term budget refers to all applicable costs for the project. This may include design, construction and soft costs.

4. **RFI:** The responsibilities of the "Drafter" defined in page 8 of the RFP states that the Drafter will "perform accurate drafting and annotation for construction plan layouts, profiles, and detail sheets". Will the drafter be required to "design" work?

Response: The duties of the drafter will be to perform CAD work to reflect the scope of work provided to them into a drawing format. The drafter will not be performing design work that will be required to be signed/sealed.

ADDENDUM

5. **RFI:** If so, will AE seals and signatures be required? Or, will A/E firm/s be hired directly by the City associated with the program?
Response: When the scope of work requires the services of a licensed professional, the City of Houston will perform these services through a separate contract by the selected A/E firm.
6. **RFI:** The responsibilities of the "Administrative Assistant" defined in page 8 of the RFP describes duties more aligned with a typical Project Control staff member. Can the Administrative Assistants be categorized as Project Control personnel?
Response: The respondents must follow the defined categories outlined in the RFP.
7. **RFI:** Does the City of Houston have a FEMA consultant, or will it be provided under his agreement?
Response: The City of Houston has a FEMA consultant outside of this contract.
8. **RFI:** Are we bound to the format provided in the RFP? Do you have this in an editable format
Response: A MS Word file has been included with this Addendum. This is provided to facilitate ease of completing the form. The structure and contents of the form must not be modified. Follow the instructions in the RFP section 4.
9. **RFI:** Is there a format and/or guidelines as to how you'd like the attachment of photographs for section 2.2? It currently only states "two pages" of photographs.
Response: No designated format required.
10. **RFI:** Can additional time be provided for the RFP submission?
Response: There will be no extension provided for the RFP submission.
11. **RFI:** If our firm has this (MWBE/HUBZone) status at the Federal level, do we also need to certify at the City level or can this count?
Response: The selected Prime Consultant cannot utilize their status toward the MWBE goal. The MWBE participation will be from the subconsultants/subcontractors. The firms must be certified as a MWBE with the City of Houston at the time of contract award.

END OF ADDENDUM NO. 1

(CRC)

Richard A. Vella
Assistant Director,
Real Estate, Design & Construction
General Services Department

1/10/2020
DATE

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